

# TPA REGISTRATION

Introduction	If you are an agent authorized to conduct business on behalf of an employer who is registered with the DUA, you must register yourself with the DUA as a Third Party Administrator (TPA). Registration is required, even if you are an existing TPA already conducting business with the DUA. Please follow the step by step instructions below for registering as a TPA. If you are a TPA operating with employees working or living within Massachusetts, you must register as an employer with the DUA using the process for registering employers.
Helpful Hints	The person completing the registration process for your TPA account will be the System Administrator for the account and will have access to all information in the account. The system administrator will be able to view information, make changes, complete transactions, and give online access to other users in this account. Therefore, the person chosen to register the account should be a highly trusted representative of your firm.

## Step-by-Step Instructions:

1. Go to the Massachusetts Unemployment Insurance webpage at [www.mass.gov/uima](http://www.mass.gov/uima)
2. Click on the link for Agent login.
3. The following webpage will appear. Click on the link 'TPA Registration'.

The screenshot shows the 'Massachusetts Division of Unemployment Assistance : Third Party Administrator Account (TPA) Login' page. The page has a header with the 'Massachusetts Department of Workforce Development' logo and the date 'Thursday, November 19, 2009'. A navigation bar includes 'Ligon' and a note '\* Indicates Required Field'. The left sidebar contains links: 'TPA Registration', 'What's New', 'System Availability', and 'User Guide'. The main content area has a title 'Massachusetts Division of Unemployment Assistance : Third Party Administrator Account (TPA) Login' and instructions: 'To access Third Party Administrator (TPA) account information, enter your User Name and Password. For purposes of authentication, using your Password is considered the same as using your signature.' Below this are input fields for 'User ID:' and 'Password:', both marked with a red asterisk. There are 'Login' and 'Forgot Password' buttons. A 'Helpful Resource' section at the bottom lists 'TPA Registration' (with a callout bubble pointing to it), 'What's New', and 'User Guide'.

4. The following page will appear. Enter the information necessary to complete registration and continue to click 'Next' to continue with registration.

Ligon		* Indicates Required Field
<b>TPA Registration</b> <a href="#">What's New</a> <a href="#">System Availability</a> <a href="#">User Guide</a>	<b>Register as a Third Party Administrator (TPA)</b> Enter information to register as a TPA and to obtain login information. This will allow the TPA to act on behalf of another employer after the employer has granted access rights; the employer will have to update their account with the TPA ID code and assign the TPA access to specific employer functions before a TPA may perform those functions.  If you are attempting to register as a Fiscal Intermediary (FI), please contact UI Staff.  If you exit this application prior to submission your information will not be saved.	
	TPA Name: <input type="text"/> * Attention: <input type="text"/> Address Line 1: <input type="text"/> * Address Line 2: <input type="text"/> City: <input type="text"/> * State: <input type="text" value="MA - Massachusetts"/> * Zip Code: <input type="text"/> Country: <input type="text" value="US - United States Of America"/> * Phone: <input type="text"/> ext: <input type="text"/> International Phone: <input type="text"/> Fax: <input type="text"/> International Fax: <input type="text"/> EMail: <input type="text"/> * Organization Type: <input type="text" value="Select one"/> *	
	<b>Enter Initial User Information</b> As initial user, please enter your first and last name: First Name: <input type="text"/> * Last Name: <input type="text"/> *	
	<b>Enter Federal Employer Identification Number</b> Enter the Federal Employer Identification Number (FEIN). TPA FEIN: <input type="text"/> *	
	<b>Enter Employer Account Number</b> If you are currently registered as a Massachusetts (MA) employer please enter your MA Employer Account Number(EAN). MA Employer Account Number: <input type="text"/>	
	<input type="button" value="Next"/>	
	<div>Click here</div>	

- After you have entered all the necessary information, you will be asked to confirm your submission. Click on 'Submit' to confirm.

Ligon		Tuesday, September 15, 2009 <a href="#">Print</a>
<b>TPA Registration</b> <a href="#">What's New</a> <a href="#">System Availability</a> <a href="#">User Guide</a>	<b>Confirm TPA Registration</b> Please review the following information. Select the Previous button to make any updates to the record.  If no changes are required choose the Submit button.  Please print this page for your own records.	
	TPA Name: <b>TPA</b> Address: <b>19 Staniford St Boston, MA 02114-2502 United States Of America</b> Phone: <b>617-000-0000 ext:</b> EMail: <b>tpa@detma.org</b> Organization Type: <b>Other</b>	
	<b>Initial User</b> First Name: <b>TPA</b> Last Name: <b>MA</b>	
	<b>Employer Account Number</b> MA Employer Account Number: <input type="text"/> TPA FEIN: <input type="text"/>	
	<b>Address Information</b> All correspondence from the Division will be mailed to the above address. Once the account has been established the address may be modified or additional addresses added by logging in to the account and selecting the Account Maintenance.	
	<input type="button" value="Modify"/> <input type="button" value="Submit"/>	

5. Upon confirmation, a page will be displayed with your TPA account ID and username/password to access the system. The registration process is complete. From here you can click on the link 'Login' if you wish to access the system. Please refer to the section 'Logging In and Navigation' for instructions on logging in.

**NOTE:** You will receive a letter by U.S. mail confirming your registration. You may also print this page for your records and/or continue with the login process.

Massachusetts Department of  
**Workforce**  
Development

Thursday, November 19, 2009  
[Print](#)

Logon

**TPA Registration**  
What's New  
System Availability  
User Guide

**Login Information**

You have successfully registered as a Third Party Administrator in this system.

You will need to provide your TPA ID to employers to gain access to their assigned functions.

User ID: **tk501**

Password: **8181**

TPA ID: **100**

**Additional Information**

If you did not enter a valid email address during registration, you will not receive file upload confirmations.

**Activation Complete**

Thank you for providing this information. You have successfully initiated your online, self-service account. Please click the Login button to perform system functions, including the following:

- Create your permanent password
- View existing account information
- Manage account(e.g. enter additional addresses, assign roles, create units)

Login